

# **Bylaws of The Colorado School of Mines Broadcasting Club**

**Date Approved: February 21, 2005**

**Revised November 19<sup>th</sup>, 2008**

## **Article I: Name of the Organization**

The name of this club will be officially The Colorado School of Mines Broadcasting Club. Common name will be CSM Broadcasting Club, and may be abbreviated as CSMBC.

## **Article II: Purpose**

The purpose of this organization is to manage and maintain the Colorado School of Mines internet radio station, Mines Internet Radio.

## **Article III: Membership**

This article describes the eligibility requirements of membership, privileges of membership, and revocation of membership.

### *A. Eligibility*

To satisfy ASCSM guidelines, membership will be generally limited to students of CSM, the faculty advisor, and any instructors the club utilizes. In order to gain membership, a candidate must fill out an application. Upon receiving the application, it will be reviewed by the station officers responsible for the position being applied for. To maintain membership, a member must play an active role in the club.

### *B. Privileges of Membership*

Members will be granted the privilege to be a part of the station. Included with this would be broadcasting, maintenance and engineering, station operations, and management.

### *C. Revocation of Membership*

If any member violates any of these bylaws or acts in a way unfitting of a CSMBC member, a request may be made at a club meeting to revoke that person's membership. To revoke membership, a vote of  $\frac{3}{4}$  is required during a general meeting. However revocation can not pass until the member has been informed of the intent of revocation and given a chance to defend him or herself at a club general meeting, if they desire to protest the action. Members may also resign membership if they no longer desire to be a

member. The procedure for protesting revocation of membership may be found in the MIR Broadcasting Handbook. The following are considered potential grounds for revocation:

1. Violating any of the bylaws in this document or acting in a way unfitting of a CSMBC member.
2. Violating any of the major rules outlined in the Mines Internet Radio Broadcasting Handbook that are noted as cause for dismissal.
3. Continuous violations of any minor rules outlined in the Mines Internet Radio Broadcasting Handbook.
4. Suspension of a member's broadcasting rights as defined in the Mines Internet Radio Broadcasting Handbook.
5. A period of continuous inactivity with the radio station of at least one semester.

#### **Article IV: Station Positions**

This article outlines the titles of the station officers and their duties.

##### *A. Station Officers*

The officers of the organization and radio station shall consist of the Station Manager (President), the Programming Director (Vice-President), Underwriting Director, Marketing Director, Chief Station Engineer, Music Director, Sports Director, and Production Director. Officer elections will occur at the second general meeting of the Fall Semester using the normal election process. All officers shall be members of the organization who have been in good standing with the club for the duration of their membership, and must have at least one semester's experience with Mines Internet Radio. The following is a list of all of the station officer positions and their responsibilities and powers:

1. Station General Manager/President: The Station General Manager (GM) shall perform the club duties customarily pertaining to the office of president, and shall call and preside over meetings of the organization. Powers and responsibilities include:
  - i. The GM will be the ultimate decision-maker within MIR.
  - ii. The GM will be responsible for promoting relationships with groups outside of the club, this includes ASCSM.
    - a. In the event of a campus-sponsored meeting where a CSMBC officer's (or officers') presence is requested, the General Manager is required to attend.
  - iii. The GM will be responsible for the required paperwork of the station.
  - iv. The GM is generally responsible for the station and is to oversee all station operations and to ensure that the MIR Broadcasting Handbook and CSMBC Bylaws are upheld.

- v. The GM is responsible for keeping the club's budget and performing treasurer duties in coordination with the Underwriting Director.
- vi. The GM will have full access to the studio, and will keep a set of keys.
- vii. The GM has the ability to issue warnings and suspensions in the event of member misconduct.
- viii. The GM has the responsibility to call a general meeting in the event of a member protesting the decision of any officer.
- ix. The GM will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

2. Vice-President/Programming Director: The Programming Director (PD) shall perform the club duties customarily pertaining to the office of vice-president and shall preside over meetings of the organization in the president's absence. The PD may also call general meetings. Powers and responsibilities include:

- i. The PD is to maintain the station's official broadcast schedule.
- ii. The PD is to manage all of the broadcasts and broadcasters of the station, and must also ensure that all broadcasters uphold the CSMBC Bylaws and the MIR Broadcasting Handbook.
- iii. The PD must work closely with the other officers to ensure quality programming.
- iv. The PD is responsible for the station's music broadcast licenses.
- v. The PD will have full access to the studio.
- vi. The PD has the ability to issue warning and suspensions in the event of member misconduct.
- vii. The PD is to assist in any duties appointed by the Station General Manager.
- viii. The PD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.
  - a. In the event of a campus-sponsored meeting where two or more CSMBC officers' presence is requested, the PD is required to attend.

3. Underwriting Director: The Underwriting Director (UD) is responsible for all of the underwriting operations for the internet radio station. Responsibilities and powers include:

- i. The UD is responsible for all efforts in MIR fundraising.
- ii. The UD is responsible for maintaining communication with current MIR supporters and is also responsible for contacting new businesses.
- iii. The UD is responsible for ensuring that all MIR income is turned into the treasurer of ASCSM.
- iv. The UD is responsible for the scripting of all underwriting spots.
- v. The UD is responsible for keeping the club's budget and performing treasurer duties in coordination with the Station General Manager.

- vi. The UD will have entrance access to the studio, and will have access to the production spots on the MIR Automated Play List.
- vii. The UD has the power to issue warnings in the event of member misconduct.
- viii. The UD is to assist in any duties appointed by the Station General Manager or the Programming Director.
- ix. The UD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

4. Station Chief Engineer: The Station Chief Engineer (CE) is responsible for the technical maintenance and upgrades to the internet radio station. Responsibilities and powers include:

- i. The CE is responsible for maintaining the station equipment, including hardware and software.
- ii. The CE is responsible for researching and recommending new station equipment to purchase.
- iii. The CE is responsible to ensure the station is operating normally and with acceptable quality.
- iv. The CE is responsible for the internet radio station website.
- v. The CE has the power to issue warnings in the event of member misconduct.
- vi. The CE will have entrance access and full computer and equipment access, but may not access to the MIR Automated Play List, the CE will keep a set of keys.
- vii. The CE is to assist in any duties appointed by the Station General Manager or the Programming Director.
- viii. The CE will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

5. Marketing Director: The Marketing Director (MKD) is responsible for all the internet radio station's marketing operations. Responsibilities and powers include:

- i. The MKD is responsible for the planning and execution of all marketing operations for the station.
- ii. The MKD is to ensure that all marketing operations work to increase public awareness of Mines Internet Radio.
- iii. The MKD has the power to issue warnings in the event of member misconduct.
- iv. The MKD will have entrance access to the studio.
- v. The MKD is to assist in any duties appointed by the Station General Manager or the Programming Director.
- vi. The MKD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

6. Music Director: The Music Director (MD) is responsible for all of the internet radio station's music content. Responsibilities and powers include:

- i. The MD is responsible to coordinate with the Programming Director in the scheduling of all music based shows.
- ii. The MD is responsible, in coordination with the Programming Director, to maintain the music on the MIR Automated Play List and the music on the main library
- iii. The MD will keep track of any new music played for record companies
- iv. The MD will be responsible for maintaining communications with record companies to request music services.
- v. The MD has the power to issue warnings in the event of member misconduct.
- vi. The MD will have entrance access to the studio and will have access to the music on the MIR Automated Play List.
- vii. The MD is to assist in any duties appointed by the Station General Manager or the Programming Director.
- viii. The MD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

7. Sports Director: The Sports Director (SD) is responsible for all station sports broadcasts and sports related shows. Responsibilities and powers include:

- i. The SD is responsible for all live sports broadcasts.
- ii. The SD is responsible for all of the station sportscasters.
- iii. The SD is responsible for organizing all of the station broadcasts and for publishing the dates of all live sports broadcasts.
- iv. The SD is responsible over any sports related shows on the schedule, in coordination with the Programming Director.
- v. The SD will maintain relations with the CSM Athletics' Department.
- vi. The SD is responsible for ensuring the proper use and check-out procedure of the remote broadcast system.
- vii. The SD has the power to issue warnings in the event of member misconduct.
- viii. The SD has the power to issue suspensions to sportscasters in the event of member misconduct.
- ix. The SD will have entrance access to the studio and access to the production spots on the MIR Automated Play List.
- x. The SD is to assist in any duties appointed by the Station General Manager or the Programming Director.
- xi. The SD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

8. Production Director: The Production Director (PDD) is responsible for all of the prerecorded segments featured on the internet radio station. Responsibilities and powers include:

- i. The PDD is responsible for the production of all of the prerecorded segments including underwriting spots, station promotions, and station identifiers.
- ii. The PDD is responsible for managing all of the production spots on the MIR Automated Play List.
- iii. The PDD has the power to issue warnings in the event of member misconduct.
- iv. The PDD will have entrance access to the studio and access to the production spots on the MIR Automated Play List.
- v. The PDD is to assist in any duties appointed by the Station General Manager or the Programming Director.
- vi. The PDD will have any other additional responsibilities or powers as outlined by the MIR Broadcasting Handbook.

#### *B. Non-officer Memberships*

All other members will choose to participate in three different levels of membership. All non-officer members are of equal seniority. The following describes each level and their responsibilities and privileges:

1. Host/DJ: A host/DJ is a member who has a show with the internet radio station. The hosts are the primary link between the station and its listeners. All hosts are expected to understand MIR's broadcasting rules and must sign a DJ agreement with MIR before broadcasting. Hosts report to the Programming director. Powers and responsibilities include:

- i. A host will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- ii. A host will do their best to assist any officers in any duties they may need help with.
- iii. A host will broadcast their show at their scheduled time. Any necessary absences should be made known to the Programming Director with a week's notice if possible.
- iv. A host will follow the broadcast guidelines stated in the MIR Broadcasting Handbook including guidelines concerning pre-recorded spots, operating station equipment, and music.
- v. A host will be granted entrance access to the studio upon completion of training. Additional access to the MIR Automated Play List may be allowed if granted by an officer who has access to it.

2. Sportscaster: A sportscaster is a member who either broadcasts sporting events for the internet radio station, or hosts a sports related show. Powers and responsibilities include:

- i. A sportscaster will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- ii. A sportscaster will do their best to assist any officers in any duties they may need help with.
- iii. A sportscaster will not be granted studio access unless they either host a show, or if they are granted expressed one-time access by the Sports Director.

3. Engineer: An engineer is a member that participates in the maintenance and upgrading of the internet radio station. Powers and responsibilities include:

- i. An engineer will uphold all of the laws outlined in this document as well as those outlined in the MIR Broadcasting Handbook.
- ii. An engineer will coordinate with the Station Chief Engineer on all matters.
- iii. An engineer will do their best to assist any officers in any duties they may need help with.
- iv. An engineer will be allowed studio entrance access only with the permission of the Station Chief Engineer, an engineer may also have access to the computers and equipment only with the permission of the Station Chief Engineer. An engineer may not access the MIR Automated Play List.

4. Webmaster: The webmaster is a special non-officer position appointed by the Chief Engineer in conjunction with the Station Manager. Powers and responsibilities include:

- i. Maintaining the station website and making any needed improvements.
- ii. Working closely with all MIR officers and members to ensure that the website positively reflects our station

5. DJ Trainer: The DJ Trainer is a special non-officer position appointed by the Programming Director. Powers and responsibilities include:

- i. Familiarizing all new DJs with the broadcasting equipment and station procedures and practices.
- ii. Retraining current DJs on any updated equipment or station procedures and practices.
- iii. Working closely with the Programming Director and maintaining contact with members in need of training.

### *C. Revocation of Station Officer Status and Substitution*

Revocation and Resignation: In the event that an officer is not carrying out their duties as they should, a MIR officer may bring forth a motion to remove the officer during a general club meeting. The removal process will work similar to the revocation of membership process. An officer may not be removed from their position until they have been informed of the intent to bring this before a club meeting, and given a chance to defend themselves at a general meeting, if the officer chooses to do so. A general club meeting vote of  $\frac{3}{4}$  is required to pass the revocation. Officers may also resign their position at any time.

Substitution: In the event of an opening in an officer position between elections, the Station Manager/President may choose for someone to fill this position until the next club elections. The Station Manager's choice must be approved by the other remaining station officers. In the event of an irresolvable conflict between candidates, the choice will be made by vote during a general club meeting.

## **Article V: Meetings**

### *A. Calling of meetings*

The time and place of the next general club meeting will be determined by either the Station General Manager or the Programming Director. If the meeting is to be a general club meeting for the purpose of conducting official business, the individual calling the meeting must state so by email at least one week before the meeting will take place. Meetings will be open for anyone to attend, however only members will have voting privileges.

### *B. Quorum*

There is no official quorum requirement for CSMBC meetings.

## **Article VI: Mines Internet Radio Broadcasting Handbook**

This document is meant to coordinate with another rule book for the club titled the Mines Internet Radio Broadcasting Handbook. This manual goes into deeper discussion of the broadcasting policies of MIR and station operations. The MIR Broadcasting Handbook is openly available for anyone to view, a copy will be kept within the studio, and a request may be sent to the Station General Manager for a copy. In the event of conflicts, the CSMBC Bylaws presides over the Mines Internet Radio Broadcasting Handbook.

## **Article VII: Non-Discrimination**

The organization confirms its support of the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the employment of individuals and corporations, and in the implementation of all its programs, activities, and opportunities available to all members of the organization.

### **Article VIII: Amendments**

These bylaws are subject to the initial approval by ASCSM, after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by ASCSM, these bylaws may be revised at any time by a vote of at least two-thirds (2/3) of the members of the organization in good standing (article III C.), with regard to state law, the student code of conduct, the bylaws of the Associated Students of the Colorado School of Mines, and the ASCSM Budget Committee operation rules.